General Guidelines For Adjuncts

*All paperwork must be submitted to Suzanne Lin for processing unless otherwise noted.*

**Brand new adjunct hires**

- The department selects a qualified individual to teach one or two classes. 
- Reference checks should be conducted on the candidate-please refer to the “Hiring Binder Checklist”
- Background check needs to be done by the department-please refer to the “Hiring Binder Checklist”
- Create the adjunct agreement-please refer to “CAH Adjunct Policy” (to determine salary) +
- Have the candidate fill out the appropriate sign-in paperwork-please refer to “CAH Sign-In Document Checklist”
- Have the candidate sign the adjunct agreement
- Once all of the above has been completed, then prepare a hire ePAF-please refer to “CAH Sign-In Documents Checklist”
  - + Additional classes or salary must be requested and approved by the Dean EVERY semester
- The hiring binder should be compiled and sent over to Suzanne-please use the “Hiring Binder Checklist”

**Rehiring adjuncts (if off of payroll more than 120 days (equivalent to 1 semester) but less than one year)**

- The department selects a qualified individual to teach one or two classes. 
- Create the adjunct agreement-please refer to “CAH Adjunct Policy” (to determine salary) +
- Have the candidate fill out the appropriate sign-in rehire paperwork-please refer to “CAH Sign-In Document Checklist”
- Have the candidate sign the adjunct agreement
- Once all of the above has been completed, then prepare a hire ePAF-please refer to “CAH Sign-In Documents Checklist”
  - + Additional classes or salary must be requested and approved by the Dean EVERY semester

**Rehiring adjuncts (if off of payroll for over a year)**

- Process as a brand new adjunct hire